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Man Power Review Cell
M. S. E. D. Co. Ltd, "Prakashgad", 4th floor,
Station Road, Bandra (E), **Mumbai - 400 051**

No. HR/CGM(TE)/MPR/

E21433


Date:
6 MAY 2015

OFFICE ORDER: MPR 10/2015

In pursuance of the approval accorded by the Managing Director, MSEDCL, in consultation with the Director (Finance) and Director (Operations) under the powers delegated to him vide First Schedule Sr No."A + B" appended to the Maharashtra State Electricity Distribution Co. Ltd. read with Administrative Circular No. 1 dated 29/09/2005, following Order is issued.

- 1. To formulate 19 Recovery Unit at selected Divisions at Division Level Under Ahmednagar Circle, Solapur Circle, Aurangabad Rural Circle, Beed Circle and Jalgaon Circle as shown in Annexure "I" on Pilot basis initially for the period of 01 year.**
- 2. Recovery Unit consist of 01 post of each of Dy. Exe.Engineer, Asstt. Engineer and Jr. Engineer along with 02 Technicians.**
- 3. Recovery unit have to submit quarterly progress report to Higher Authority.**
- 4. To provide hired Vehicles with outsourced Drivers to each recovery unit.**
- 5. To sustain financial Burden of Rs.71 Lacks P.a.**
- 6. Detailed procedure of this Recovery Unit is as shown in Annexure"II".**

This order is available on company's Intranet and no hard copy will be sent to any office.


(Dr. M.S.Kele)
Chief General Manger (TE)

Annexure "I"

Statement showing names of selected 19 Divisions where Recovery Unit is being introduced

Nasik Zone	Baramati Zone	Aurangabad Zone	Latur Zone	Jalgaon Zone
AhemadNagar Circle (5 Div)	Solapur Circle (5 Div)	Aurangabad Rural Circle (2 Div)	Beed Circle (2 Div)	Jalgaon Circle (5 Div)
Ahmednagar Urban Division	Akluj Division	Aurangabad Rural Division	Ambajogal Division	Bhusawal U&R Division
Ahmednagar Rural Division	Barsi Division	Kannad Division	Beed Division	Chalisgaon Division
Karjat Division	Pandharpur Division			Dharangaon Division
Sagamner Division	Solapur Rural Division			Pachora Division
Shrirampur Division	Solapur Urban Division			Savada Division

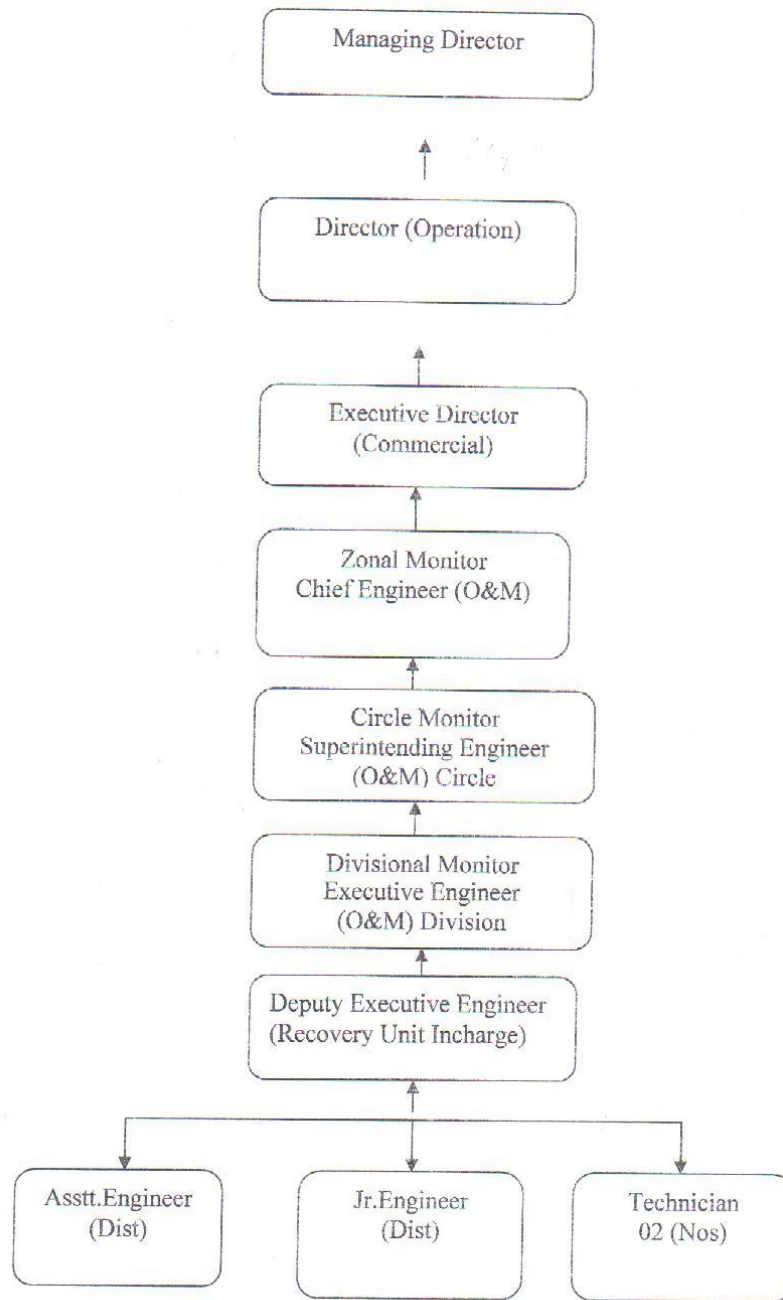
Details of Recovery Unit being introduced

Preamble :

As compared to Consumer base and Revenue received from them there is huge arrears of Live and PD consumers. Now it has become necessary to take specialized efforts for effective implementation of recovery of arrears. On this basis Hon. Managing Director has directed to formulate Recovery Unit at Division Level on Pilot Basis initially for the period of 01 year .

- 1) For selected Division **01 Recovery Unit** is to be establish for recovery of bills, outstanding arrears, PD Consumer, B-80 Cases and monitoring billing parameters.
- 2) Selection of Division/Circle is based on **arrears** shown in IT report and 01 recovery unit is formulated at respective Division offices shown in **Annexure "I"**.
- 3) One hired Vehicle with outsourced Driver is provided for each Recovery Unit and these vehicles will have announcing system. and also with tagged banner of Recovery Unit, various schemes Viz. Abhay Yojna, Krushi Sanjivani Yojana, etc
- 4) This pattern is as Pilot Project in selected Divisions initially for the period of one Year employees are to be utilized from among the existing staff
- 5) Recovery unit have to submit the quarterly progress report to higher Authority regularly.

Reporting Mechanism of Recovery Unit:-



Note :- 1.The function of Recovery Unit will be in addition to the regular working of field Staff with Sub Division and Section Office.

2.All the field officers should perform the work of recovery as usual.

Administrative & functional control

The Recovery Unit shall be at Division under the control of Executive Engineer (Dist) of respective Division. He will be overall responsible for functioning of the same. Day to Day functioning report will be convey to Executive Engineer(Adm.) at respective Zone office. All Sub Division officers should ensure that 01 Technician/Jr. Technician, who is conversant with jurisdiction provided to assist the Recovery Unit time to time.

Duties and Responsibilities of Recovery Unit

- Indentify area where there is huge arrears from IT reports and plan to conduct drive effectively.
- Implement and Co-ordinate effective disconnection drive.
- Verification of TD/PD
- Verification of Billing Parameters where Billing parameters are collapsed and Resolve irregularities in billing .
- To follow up & recover Govt.arrears.
- Disconnection of Consumer in arrears.
- To ensure all TD/PD reports and B-80 Cases reported and reflected in IT reports.
- To report and coordinate to minimize fictitious arrears.
- To monitor HT connections and analysis AMR of HT consumers.

Target for Recovery Unit

- Target for Recovery Unit is set by concerned Divisional Exe. Engineer(Dist) and result should be followed up on daily basis .